

CHAPTER 3

TGBL WEIGHING AND SHIPMENT MARKING PROCEDURES

3000. Purpose and Scope. This chapter establishes procedures for weighing and marking of shipments.

3001. **The** Initial Weight Determination and Reweigh.

a. General. The initial weight of each shipment' of HHG and UB moving in interstate or international commerce shall be determined in accordance with ICC procedures.

(1) The carrier shall determine the tare weight of each van by having it weighed before pickup of the shipment, the gross weight of the van by having it weighed with the shipment loaded thereon, and the net weight of the shipment by subtracting the tare weight from the gross weight. When determined, the weights shall be entered on the **PPGBL**.

(2) The weight of each shipment shall be obtained by determining the difference between the tare weight of the specific vehicle before loading and the gross weight of the same vehicle after the shipment is loaded or, if suitable scales are not reasonably available at the point of loading, the gross weight of the vehicle **with** the shipment loaded thereon and the tare weight of the same vehicle after the shipment is unloaded (backWeighing).

(3) At the time of the tare and gross weighing, the van shall have installed or loaded thereon all pads, dollies, handtrucks, ramps, and other equipment required to transport the shipment. No packing or crating materials or supplies **may** be loaded on the vehicle at the **time of the** tare weighing. Neither the driver nor the crew may be on the vehicle at the time of either the tare or the gross weighing.

(4) The fuel tanks on the vehicle may be full at the time of each weighing or the vehicle may be weighed without the fuel tanks being full; however, no fuel may be added to the vehicle fuel tanks between the time of the tare weighing and the time of the gross weighing when the tare weighing is the first weighing performed. (This applies in reverse for **backweighing**.)

(5) The carrier shall obtain a separate weight ticket for the tare and gross weighing unless both weighings are performed on the same scale. Then one ticket may be used to record both weights. Every weight ticket shall be signed by the person performing the weighing and shall contain the information required by the ICC.

(6) When no certified scale is available at origin, reverse or **backweighing** shall be permissible except when an origin weight is required. When an origin weight is required, the carrier shall obtain a gross weight at the nearest certified scale either in the direction of the movement of the shipment or in the direction of the next pickup or delivery in the case of , , part loads.

(7) The gross weight of the van transporting one or more part loads shall be used as the tare of the van for part loads picked up after departure from origin.

(8) The **PPSO**, the member, or the member's agent shall be permitted to be present at the weighing station to observe the weighing of the shipment after loading. The carrier shall use a certified scale that will permit the shipper or owner to observe the weighing without causing delay.

(9) For containerized shipments, containers may be weighed independently. The net weight of containerized shipments shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

b. Use of Government Scales. The **PPSO** is encouraged to make the maximum practicable use of Government scales for weighing HHG shipments. The **PPSO** may request the carrier to weigh or reweigh on Government scales those shipments originating or terminating at installations where such scales are located and available to the carrier without undue delay. Government scales shall be inspected, tested, and approved when required by responsible State or local authority. Further, the **PPSO** shall ensure that all weighing procedures specified by the State **or** local authority are adhered to strictly. When required by State or local authority, personnel authorized to operate Government scales will be licensed or certified.

c. **PBP&E**. **PBP&E** shall be weighed separately on either a platform or bathroom scale. When platform or bathroom scales are not available, a constructive weight of 40 pounds per cubic foot may be used. The weight of **PBP&E** shall be annotated separately on the **PPGBL**. This weight will not be subtracted from the total shipment net weight.

d. Use of Constructive Weights. A constructive weight may be used only for **PBP&E** when bathroom or platform-type scales are not reasonably available. A constructive weight of 40 pounds per cubic foot may be used.

e. Requirements for Reweigh.

(1) The **PPSO** shall order reweighs on a quarterly basis as follows:

(a) Ten percent of all CONUS, including Alaska, HHG or **UB** shipments, or both.

(b) Ten percent of all international **UB** shipments.

(c) Ten percent of **all** inbound international **HHG** shipments weighing between 500 **and** 2000 pounds.

(d) One-hundred percent of all inbound international **HHG** shipments weighing 2001 pounds or more.

(e) No reweigh on **HHG** shipments weighing less than 500 pounds, unless the member is near or has exceeded the authorized weight allowance.

(f) No reweigh on **UB** shipments weighing less than 100 pounds.

(2) The **PPSO** shall order reweigh of a shipment before it is delivered when:

(a) Reweigh is requested by the member.

(b) Doubt exists as to the correct weight of the shipment.

(c) It is known by the **PPSO** that the weight of the shipment, or total net weight of **all** shipments made under the same orders, exceeds the member's prescribed weight allowance.

(3) Shipments that will be placed in **SIT** at destination normally shall be reweighed before being placed in **SIT**. As an exception, door-to-door containerized shipments shall be reweighed upon removal from **SIT**.

(4) Whenever possible, the **PPSO** shall annotate the **PPGBL** in block 25 "REWEIGH REQUIRED" when that is not possible requests for reweighs or weighs shall be made by whatever means of communication message or telephone that will reach the destination **PPSO** in sufficient time to **make** arrangements with the delivering carrier.

(5) **MTMC** periodically shall furnish **PPSOs** a list of carriers participating in Codes 1 and 2, upon which greater reweigh emphasis should be placed.

f. Witnessed **Weights** and **Reweighs**.

(1) When selecting shipments for witnessing weighs and reweighs, use the following criteria:

(a) Domestic **HHG** 5,000 pounds or over

(b) International **HHG**. 2,000 pounds or over

(c) International **UB** 1,000 pounds or over

(2) When the weighing of a shipment of HHG at origin is witnessed by the PPSO or PPSO'S authorized representative or weighed on a Government scale, or both, the back of all copies of the weight ticket shall be annotated with the statement "Weight Observed" or "Weighed on Government Scale," and verified by the signature of the PPSO or authorized representative. The **PPSO will not** require carriers to reweigh shipments unless:

- (a) The member requests a reweigh;
- (b) The PPSO knows that the member is near to or has exceeded the maximum weight allowance entitlement; or
- (c) Doubt exists as to the accuracy **of the** original weight.

(3) All reweighs performed on Government scales shall be witnessed by the PPSO or the **PPSO's** authorized representative. The PPSO is encouraged to witness as many other reweighs (performed on other than Government s-tales) as possible, consistent with manpower availability and other duties.

(4) When a reweigh is witnessed at origin, the new gross, tare, and net weights shall be entered in the reweigh certification **block** on the **DD Form 619** (Figure 5-4). The stamp, as a minimum, shall be as **follows**:

SHIPMENT REWEIGHED (Letters shall be at least 3/8-inch high)

GROSS. (Readable size)
TARE.
NET.

g. Reweight of Personal Property, DD Form 1671 (Figure 3-1).

(1) Purpose. **DD Form 1671** provides Headquarters, **MTMC**, and the military service headquarters with information concerning the accuracy of weight determinations on personal property shipments. **DD Form 1671** shall be used to report the results of shipment reweighs.

(2) Forms **Supply**. **DD Form 1671** is available through normal publications distribution channels.

(3) Preparation and Distribution. The PPSO shall prepare an original and three copies of **DD Form 1671** for each reweigh. Upon completion, **DD Form 1671** shall be distributed as follows:

(a) The original shall be forwarded to the Headquarters, **MTMC**,
ATTN : **MTPP-MA**, 5611 Columbia Pike, Falls Church, VA 22041-5050.

(b) When the reweigh is less than the origin weight, the first copy, along with a copy of the reweigh weight ticket, shall be forwarded to the paying finance center. If the reweigh was witnessed and the PPGBL was stamped and certified, this copy will not be forwarded to the finance center.

(c) The second copy shall be forwarded to the origin PPSO for placement in the carrier's performance file and for use in evaluating the carrier's performance.

(d) The final copy may be retained by the destination PPSO in a reweigh file.

h. **Analysis of Reweigh Data.** The PPSO periodically shall review DD Forms 1671 retained in the reweigh file and other reweigh data to identify undesirable trends in shipment reweighs. If a significant history of weight discrepancies is discovered for shipments by a particular carrier, carrier's agent, or shipments reweighed on a particular scale, the PPSO may direct future reweighs toward the problem area to **determine and** resolve the cause of the discrepancies. Situations that cannot be resolved at the local level shall be brought to the attention of Headquarters, MTMC.

3002. **Shipment** Preparation and Marking.

a. **Preparation for Shipment.** TGBL HHG and UB shall be prepared and packed for shipment in accordance with the provisions of the Tender of Service (see Appendix A).

b. **Marking of Codes 2, 4, 5, 6, 7, 8, J, and T Shipments (Figures 3-2, 3-3, and 3-4).**

(1) Containerized TGBL **HHG** shipments **shall** be marked in the upper left-hand corner of two surfaces (one side and one end panel) of the container. Markings shall be stenciled with at **least** 1-inch lettering. Freehand marking is not acceptable. **Any** markings not applicable to the current shipment shall be obliterated permanently before the container's arrival at the member's residence.

(2) Markings for TGBL UB shipments shall be placed on two surfaces of trunks, footlockers, and similar containers. Markings on duffel bags and similar packages shall be placed on one surface. All markings shall be clear and legible, and lettering shall be of equal height and proportional to the available space on the container. The address marking will be the most conspicuous marking on the container and shall be as **large** as available space permits. One copy of the member's orders shall be placed in each duffel bag, footlocker, or other container used to ship **UB**. When an order applies to more than one member, the name of the member to whom the baggage belongs shall be identified.

(3) All surfaces of containers to be marked shall be clean and entirely free of oil or grease. Old markings that are not applicable to the current shipment **shall** be obliterated with lacquer, enamel, or paint. The information prescribed in subparagraph c., below, shall be stenciled **on** each container. If the surface of a container will not accommodate stenciling, a Military Shipment Label, DD Form 1387 (Figure 3-5), shall be used.

(4) Carriers will be given the option of either stenciling or labeling Code J shipments.

c. Stenciled marking shall be as follows:

PPGBL	US Government Bill of Lading - Privately Owned Personal Property
TCN	Transportation Control Number (if applicable)
RDD	Required Delivery Date (Julian date)
FROM	PPSO , Name of Shipping Installation (<u>Include DODAAC on Code J shipments</u>)
TO	Name of Destination Shipping Installation (<u>Include DODAAC on Code J shipments</u>)
FOR	Member's last name, first name, middle initial, rank, military service, and SSN. Include direct delivery address, if applicable.
HHG	Household Goods
UB	Unaccompanied Baggage
GROSS	Gross Weight
TARE	Tare Weight
NET	Net Weight
Cu	Cube (Exterior cubic ft of container)
PIECE NO	O_____ F_____ (number and total number of pieces)
CARRIER NAME	Self-explanatory
CODE OF SERVICE	Self-explanatory
TP NO	Transportation Priority Number (if applicable)
POE/POD	When applicable

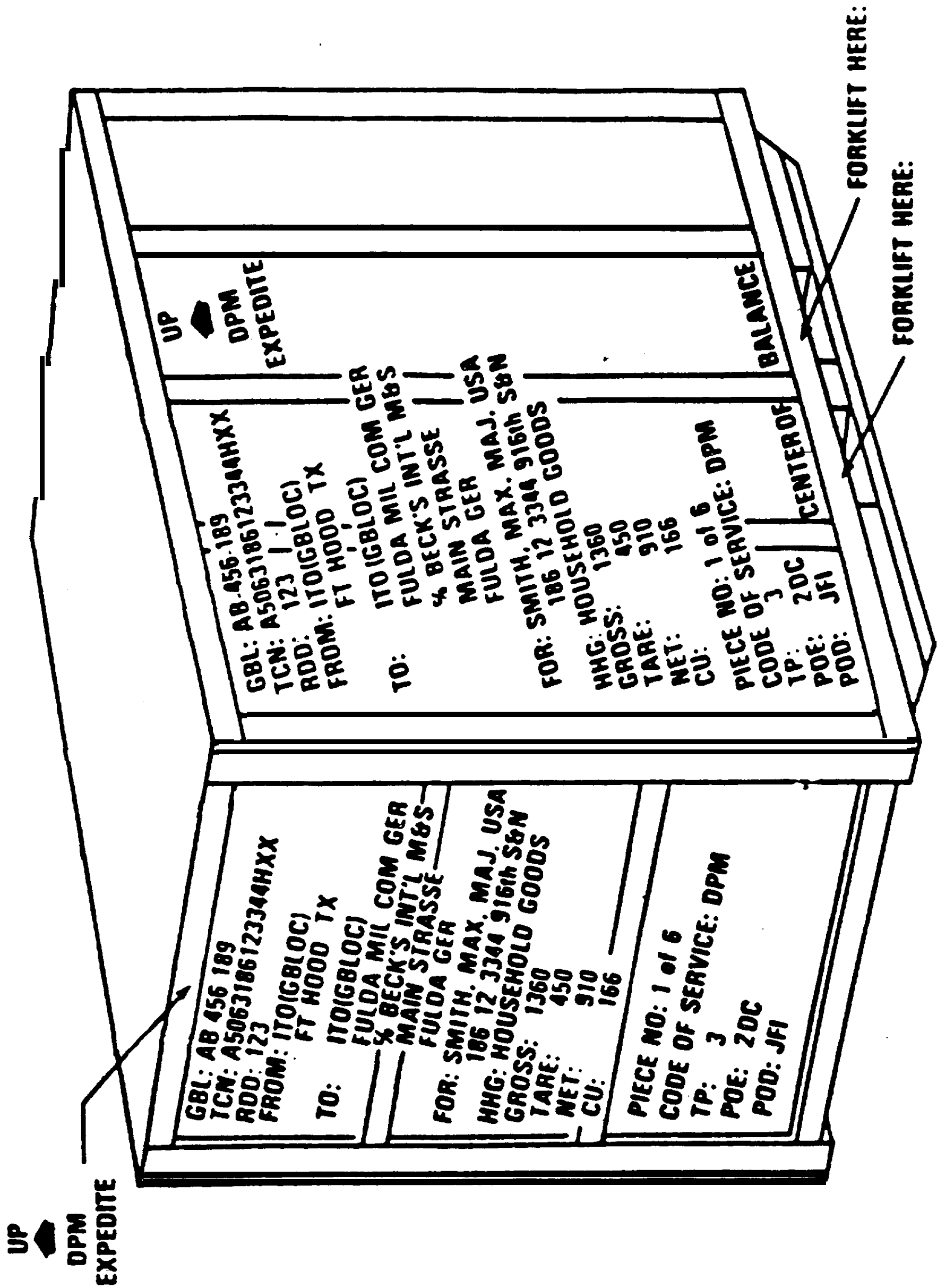
REWEIGH OF PERSONAL PROPERTY		REPORT CONTROL SYMBOL <i>Mime-s8(Ra)</i>		DATE	
MEMBER'S NAME, RANK				SI	
NAME OF ORIGIN INSTALLATION				GBLOC CODE	
NAME OF DESTINATION INSTALLATION				GBLOC CODE	
CARRIER NAME				ICAC CODE	
CONTROL NUMBER (GBL)	ORIGIN WEIGHT	DESTINATION WEIGHT	REWEIGH WITNESSED (Y OR N)	CODE OF SERVICE	

DD FORM 1671
1 JUL 77

EDITION 1 JAN 72 IS OBSOLETE.

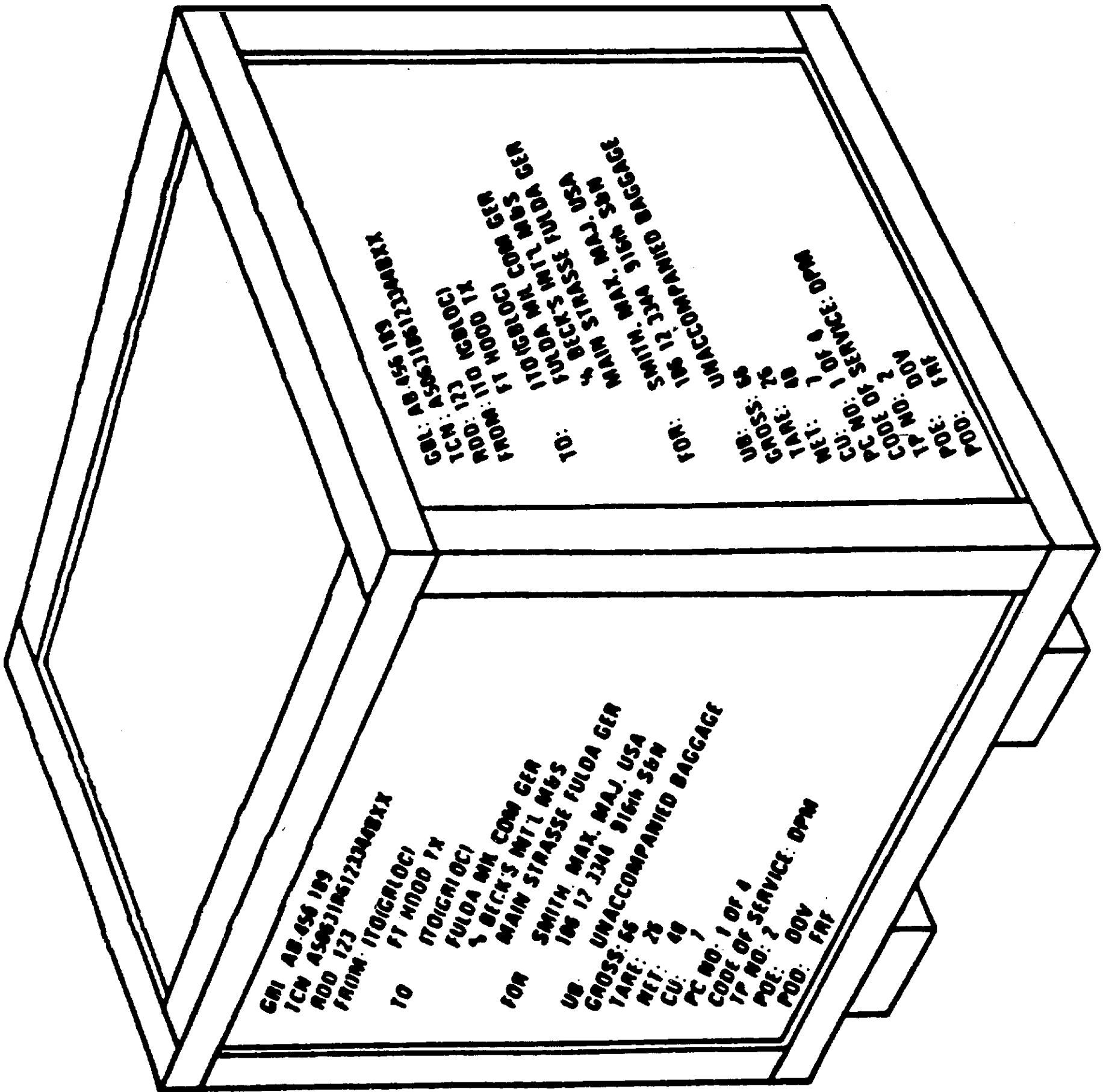
FIRST PAGE -----Copy 1--**MTMC** ADP Operations Division
SECOND PAGE-----Copy 2--**Finance** Office
THIRD PAGE-----Copy 3--**Origin ITO**
FOURTH PAGE -----Copy 4 --**ITO “Reweigh rile”**

CONTAINER MARKING FOR HOUSEHOLD GOODS



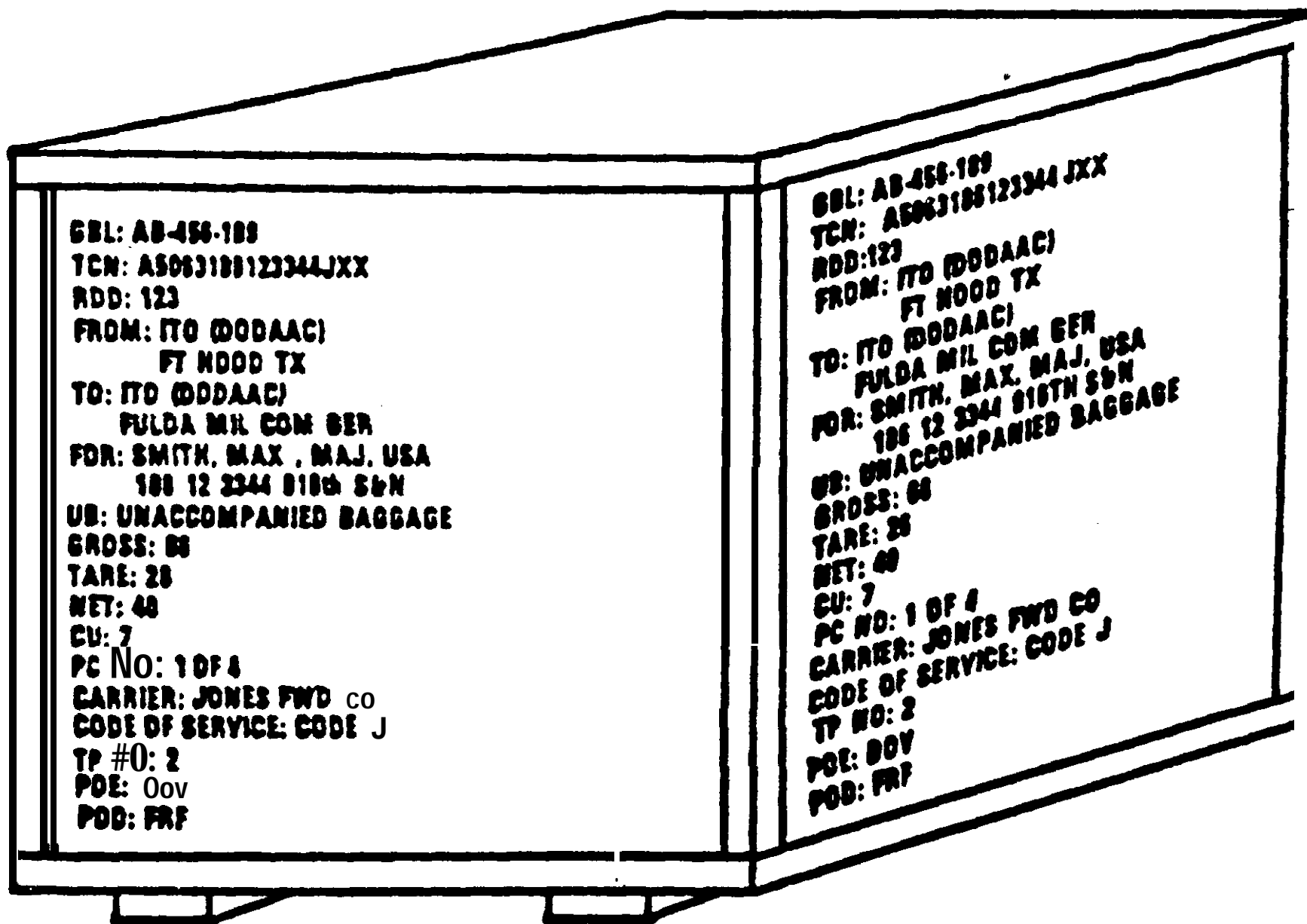
(figure 3-2)

MARKING OF UNACCOMPANIED BAGGAGE



(figure 3-3)

MARKING OF UNACCOMPANIED BAGGAGE SHIPMENTS (CODE J)



(figure 3-4)

MILITARY SHIPMENT LABEL		I Form Approved OMB No. 0704-0188		
1. TRANSPORTATION CONTROL NUMBER A50631861123344BXX		2. POSTAGE OATA		
3. FROM ITO - (GBLOC) FT HOOD TX		4. TYPE SERVICE DPM		
5. SHIP TO/POE APOE - DOV		6. TRAMS • RIRORITY 2		
7. POD APOD - FRF		8. PROJECT		
9. ULTIMATE CONSIGNEE OR MARK FOR ITO - (GBLOC) FULDA MIL COM GER ZBECK' S INT'L M&S MAIN STRASSE, FULDA, GER FOR: SMITH, MAX, MAJ, USA 186 12 3344, 916TH S&N		10. WT (The piece) GROSS: 186 TARE: 40 NET 140		11. RDD 123
		12. CUBE (The piece) 14		12. CHARGES
		14. PATE SNIPPED		15. FMS CASE NUMBER
		16. • IECE NUMBER 1		
		17. TOTAL • IECES 4		

DD Form 1387, NOV 86

Previous editions are obsolete.

S/N 0102 LF-001 3871